

WESTLAKE BOYS HIGH SCHOOL PTA MEETING

Monday 11th March 2024 7.30pm Staffroom

Present:	Amrita Sahay, Brigetta Stephenson, Cathryn Wilson, Chhaya Patel, Christina Smith, Cindy Zhou, Georgia Burn, Jodie Peters, Juanita Fordham, Lyn Cuthbertson, Michelle Cain (Staff Rep), Mimoza Kamberi, Naomi Naera, Paige Sun, Peter Dennis, Raakhee Rahman, Rebecca Henderson, Robyn Dean, Shannan Blanchet, Teresa Norris, Tomo Ishihara, Vid Kulkarni
Apologies:	Brenda Lamb, Fiona McCormick, Kavitha Sadasivam, Kirsty Nankervis, Luana McVeigh, Rachael Jane, Rebekah Patterson, Tali Attwood, Tracey Brown Susie O'Rourke has resigned from the PTA but hopes to be able to contribute again in the future
Minutes from Previous Meeting:	Moved: Shannan Blanchet Seconded: Naomi Naera
Matters Arising:	None
Correspondence In/Out	None
Financial Report:	Cathryn Wilson – PTA Treasurer presented the Financial Report (attached) Moved: Shannan Blanchet Seconded: Robyn Dean Juanita suggested that the school rather than the PTA should cover the cost of the refreshments provided on the Enrolment days. She will address this with the appropriate staff member and get back to us.
Secondhand Uniform Shop Report:	Lyn Cuthbertson presented the Second-hand Uniform Shop Report (attached) Moved: Mimoza Kamberi Seconded: Chhaya Patel

<p>General Business:</p>	<p>Executive Committee Vid Kulkarni was nominated by Christina Smith to join the Executive Committee and seconded by Jodie Peters</p> <p>Software Fee for Hand-Me-Round As discussed at our final meeting in 2023, Robyn and Lyn have requested that the PTA start paying the Monthly Fee to use the Hand-Me-Round Software. Robyn and Lyn left the Meeting so the Committee could discuss and vote on the proposal. Jodie addressed the following questions that were raised at the previous meeting:</p> <ol style="list-style-type: none"> 1. Is there a Company for this Software, or just Robyn and Lyn personally? Answer: Yes, it is a registered Limited Liability Company 2. Regarding holding secure banking details of customers/parents, if a breach of this data occurred who would be responsible/liable? Answer: The Software uses a secure Azure environment; it is a dual user system, and Account details cannot be assessed by shop volunteers. 3. Is the price ever likely to increase or decrease as more schools come onboard? Answer: The price is subject to annual review 4. Is it ever audited? Answer: No, it is not audited (too small to be required) <p>Teresa raised the question of how secure the Software was against Hackers/theft of details. Robyn advised that it uses Microsoft Azure products to mitigate any risk.</p> <p>Juanita queried whether the PTA had investigated any alternative Software options. Chris advised that as far as we are aware there is currently nothing available that is specifically designed for Second-hand Uniform shops (standard retail Software does not cover selling on behalf with commission, as well as selling donated items).</p> <p>Michelle raised the possibility of linking payments to the school Kindo system, but it was felt that this would not be feasible and would add additional fees.</p> <p>Jodie passed the Motion that the PTA pay the monthly fee for the Second-Hand Uniform Shop to continue to use the Hand-Me-Round Software. A vote was taken and passed unanimously.</p>
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Thank you to Helpers at Meet the Prefects and The Lantern Festival

Jodie Thanked the PTA members who helped at the Meet the Prefects Evening and at the Lantern Festival morning tea.

Year 9 Parent Evening Thursday 14 March

4 Volunteers will be needed to serve refreshments from the 'Street' kitchen at the Year 9 Parents evening this Thursday. Jodie will send out a 'Sign-up' via WhatsApp.

Staff Movie Night

Jodie has been approached by the school to ask if the PTA is willing to support the upcoming Staff movie night (in previous years the PTA has made a financial contribution and provided volunteers to help with refreshments). Jodie will get back to us when she has the details.

Mother and Son Breakfast Keynote Speaker Needed

The always popular Mother and Son Breakfast is coming up in May. This year it is being run as a Fundraiser for the NASA trip. They are looking for a Keynote speaker for the event and have asked if anyone on the PTA has a contact for someone suitable. Please forward any suggestions or contacts to Jodie who will pass them on.

PTA Representative for the Gala Dinner Committee

Michelle Nauer (WBHS Event Manager) has asked Jodie for a Member of the PTA to join the Gala Dinner Committee. Jodie has checked with Luana McVeigh (who did a fabulous job helping on the Gala Committee last year) if she would be happy to take this role on again. Luana has confirmed that she is happy to be part of this team.

The 2024 Gala Dinner is to be held on 22 June (it has been moved to an earlier date as it was too close to the Tania Dalton fundraising event).

The Gala Dinner is the main fundraising event for the Boys First Fund, which among other initiatives supported the Year 9 Camp. Several Parents gave feedback on what an amazing experience the camp was, both for the Year 9's and the Prefects who attended.

Funding Opportunities

Jodie Approached the school to see if they had any specific needs that would be suitable for the PTA to fund but was only given the suggestion that the Music department needs new instruments. This would not be suitable as it does not meet our funding criteria of benefiting the whole school without bias to a certain year or group of students.

	<p><u>Chest Freezer for Lunches</u></p> <p>Juanita advised that there is an increasing need to provide lunches for students who are experiencing hardship. There is a rostered group of staff who are currently making approximately 40 lunches per day. Baker's Delight have agreed to supply unsold bread one day a week, but a large Chest Freezer is needed for storage.</p> <p>Juanita will check on a suitable site for the Freezer and possible size that will be needed and pass the information on to Jodie.</p> <p>A show of hands to indicate support of this initiative was unanimous.</p> <p><u>Electronic Notice Board</u></p> <p>Jodie raised the possibility of the PTA funding an electronic notice board for the school. There used to be one, but PTA are unsure of why it was removed. Most local Schools have electronic notice boards (the WGHS one is a great example) which are useful for the school and local community. It was suggested the Notice board could be used as an Advertising Medium to raise funds for the school during the holidays.</p> <p>Juanita offered to follow up with the school about this possible funding opportunity.</p> <p><u>PTA Social Event</u></p> <p>Cathryn investigated previous suggestions of Croquet or Bowling for our next social event, but unfortunately both are too expensive. Holding it in the Staffroom during the upcoming Equinox Concert was suggested, but the Teachers often use it then.</p> <p>A BYO Picnic at Milford Beach has been suggested as an inexpensive option that hopefully everyone can attend. The suggested date for this is Tuesday March 19. Cathryn will send out a 'Sign-up' to Committee members.</p>
<p>PTA Meeting Dates:</p>	<p>Monday 13 May Monday 10 June Monday 05 August Monday 9 Sept Monday 21 Oct or 4 Nov – depending on Staff Thank you morning Tea date</p>
<p>Other Dates</p>	<p>Year 9 Parents Evening Thursday 14 March PTA Social Event – Milford Beach picnic Tuesday 19 March Year 10 Parent Evening Thursday 4 April</p>

Westlake Boys High School PTA
Treasurers Report 11 March, 2024

For the period 15 October, 2023 - 08 March, 2024

Opening BNZ balance as of 15 October, 2023	\$2,262.82
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Income during the Period:

Donations from Parent for Staff Thank You - D R Puklowski	\$50.00
Donations from Parent for Staff Thank You - R Kazi	\$25.00
REM2023-37 - Interest Payment	\$13.84
Gross Interest	\$27.81

Expenditure during the period:

PTA Meeting Refreshments (October)	\$85.19
Flowers - Simon Smith	\$59.00
Staff Thank You Morning Tea	\$179.43
Pizza for Volunteers at Staff Thank You Morning Tea	\$87.98
PTA Meet n Greet Refreshments (February)	\$106.74
Meet the Prefects Refreshments	\$57.77
Meet the Prefects Refreshments (Cookie Slabs)	\$84.59

Closing BNZ balance 8 March, 2023	\$1,718.77
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WBHS PTA Second-Hand Uniform Shop – 11 March 2024

Opening balance 30 September 2023: **\$17,873.27**

EFTPOS: \$39,163
Reversal – Invalid account \$45.50
Cash Deposits: \$4,905
Direct Deposits: \$1,070.50
Interest: \$163.11

Total Deposits: \$45,347.11

Paymark Limited: \$108.70 (\$21.74 x 5)
SmartPay NZ: \$206.70 (\$41.34 x 5)
Payments to sellers – September 2023 \$3,074.50
Payments to sellers – October 2023 \$1,293.50
Payments to sellers – November 2023 Sales: \$5,183.75
Payment to sellers – December 2023 Sales: \$5,482.75
Payment to sellers – January 2024 Sales: \$11,222.25
Refund: \$45 (15/2)
Service Fee \$17.20

Total Withdrawals: \$ 26,634.35

Closing balance 29 February 2023: **\$36,586.03**

Closing Balance (29/02/2024)
36,586.03 CR

February payments to seller on March 8: \$2,291.25

Recent Sales

Oct: \$2,465 Last Year: \$1,735

Nov: \$ 9,310 Last Year: \$14,475

Dec: \$ 9,480 Last Year: \$7,815

Jan: \$19,719 Last Year: \$15,995

Feb: \$3,840 Last Year: \$6,740

March MTD \$ 2,750 (EFTPOS) Last Year: \$ 4,970

2023 Summary

2023 Sales: \$68,805

Last year (2022) \$52,720 (\$16,085 30% increase)

\$7,985 donated uniforms sold (11%)

Items sold: 1,340 (246 donated items 18%)

250 sellers registered uniforms.

\$ paid to sellers in 2023: \$31,431(46% sales)

Contributed funds for:

Water Cooler - \$1026

Staff Movie Night \$1000

School Van - \$25,000

Purchased new shop laptop - \$800

2024

2024 YTD to Feb: \$23,559 (Last Year YTD end of Feb 2023 \$22,735)

20 January (before school opening): \$11,864

30 January (before school opening): \$6,540

Shop Management

Juanita Fordham and Brigetta Stephenson are transitioning to be the shop managers with Lyn, Peter, and Robyn's support.

Lyn no longer has a son at Westlake and is officially leaving the PTA. Thank you to Lyn who has worked incredibly hard over the last 5-years volunteering, managing, washing, and mending and much more.

Volunteering Team

Thank you to all the volunteers who help in the shop (Listed below).

2023 Volunteers

Abi Mace	Katie Kouchakji Elliott
Albena Nenkova	Kavitha Varadarajan
Beverley Price	Lily Chapman
Brigetta Stephenson	Lyn Cuthbertson
Brigid Furness	Mimoza Kamberi
Cathryn Wilson	Nita Manukia
Chhaya Patel	Paige
Cindy Zhou	Peter Dennis
Emma Lawrey	Raakhee Rahman
Gabriela Mercado	Racheal Hollings
Jeanette Batty	Robyn Dean
Jodie Peters	Shannan Blanchet
Juanita Fordham	Sonia Rath
Julia Coyle	Tomo Ishihara
Justine Twemlow	Xinyi Ling
Kath Wright	

Thank you to Peter Dennis for all the extra time and effort mending and processing sales (outside of shop hours). Shannan Blanchet for helping with extra mending.

Thank you to Katrina Nuttall (New uniform shop manager) who receives item for sale, sells items from time to time, helps with set up with our big sales and is massive supporter of the shop.